Organizing Your Messages

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your PC: first you put the message in the Trash, then you empty the Trash.

To put a message in the Trash, select the message then select **Delete** from the **Message** menu, or select **Trash from the Transfer menu, or press the delete key. The message is transferred to the Trash mailbox.**

To delete the messages in the Trash mailbox (removing them permanently from your PC), select **Empty Trash from the Special menu.**

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings Options to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash when exiting option in the Miscellaneous Options is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, select them, then select Delete from the Message menu or press the delete key. Deleting a message from the Trash removes it completely.**

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted. To do this, turn on the **Delete attachments when emptying Trash option in the Attachments Options, and be sure the attachments are still in the Attach Directory (or the directory you have specified for attachments). If you have this option on, and want to delete a message but save its attachment, move the attachment into another directory before deleting the message.**

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this: use the **Transfer menu, drag a message summary to an open mailbox or a mailbox in the Mailboxes window, or drag a message to a mailbox button on the** toolbar.

To put a copy of a message in another mailbox (instead of transferring the message), hold down the Shift key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert is displayed informing you that some header information may be removed from the message during transfer. Click Yes to transfer the message.

*Note: You can undo mailbox transfers using the **Undo** command under the **Edit** menu.*

Using the Transfer menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer menu. The messages are** transferred **from their previous mailbox to the mailbox you selected.**

Dragging Messages

You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open window.

To drag a message summary to another mailbox, select the message summary (or summaries) and drag the summary into any open or minimized mailbox window, or (if you are using the 32-bit version) any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

To drag an open message to another mailbox, hold down the mouse over the Tow Truck icon and drag the message into any open mailbox or (if you are using the 32-bit version) any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time, select New... from the **Transfer menu instead of the name of a mailbox. The New Mailbox dialog is displayed.**

You can create a new mailbox or mail folder (for details, see the section "Creating Mailboxes and Folders"). When you are done, the current message is transferred into the new mailbox.

To create the new mailbox without transferring the message into it, check the **Don't transfer, just create mailbox option.**

Filtering Messages

Many of the e-mail management functions in Eudora Pro can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a Personal mailbox, and label all the messages from your customers as '* Hot."

To open the Filters window, select **Filters from the Tools menu.** The Filters window is displayed, and any filters you have created are listed on the left.
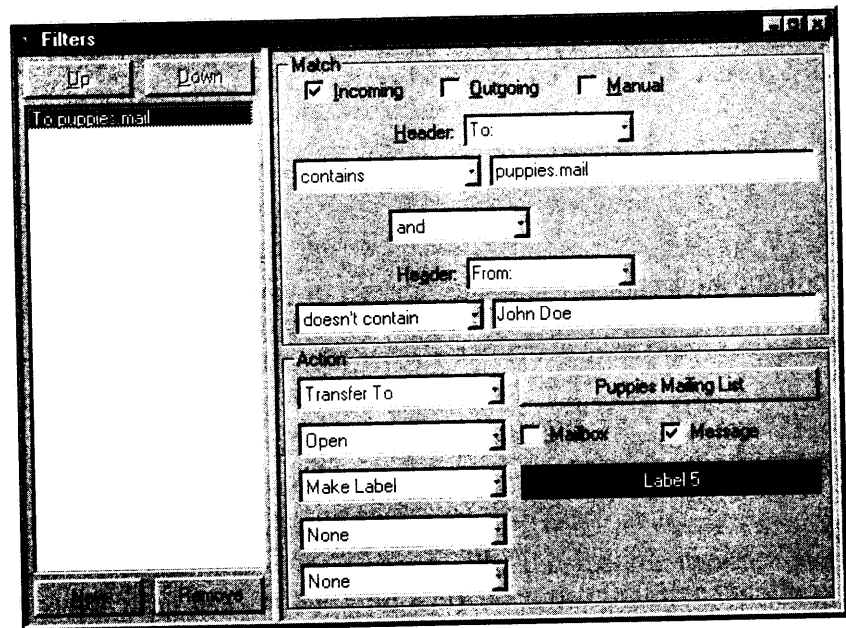
The Filters window with an example filter

To create or modify a filter, first click on the New button or select an existing filter.

Second, select the options for how you want the filter to be used: as an automatic filter to be invoked on any **Incoming and/or Outgoing mail, and as a Manual filter that can be invoked when you select Filter Messages from the Special menu. Any combination of these options works.**

Third, define the criteria for the filter: use the header item popups and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible (see the section "Filter Criteria").

Fourth, Define the action to be taken on messages that fit the criteria (see the section "Filter Actions") and save the filters.

Note: Filters are automatically named based on the criteria for the *filter.*
You can re-order them using the **Up** *and* **Down** *buttons above the list.*

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter's criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a **Skip rest action is done, nothing else is done with that message, and the next message is filtered.**

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the bar to the right of the list and drag the line to the left or right.

Filter Criteria (the Match Area)

Each filter can use one or two "terms" as its criteria, connecting them as appropriate with the conjunction popup.

Use the **Header field to specify which message header items you want the filter to search. You can select an option from the popup menu or enter one yourself. This is helpful if you want to use a header item that does not appear on the menu, such as** X-Persona (for **an alternate personality). The selections are as follows:**

- To
- c c
- From
- Subject
- Reply-To
- <<Any Recipient>>
- <<Any Header>>
- <<Bed y>>

The <<Any Recipient>> option searches all possible recipient items (To, Cc, Bee), the <<Any Header» option searches all message headers (including hidden headers that are shown with the **Blah Blah Blah option), and** the «Body» option searches the message body.

Use the **Match Type popup to control how the header item is matched with the text string in the text field. The match options are:**

contains or **doesn't contain**
If the specified header item contains or does not contain the text string, filter the message.

is or **is not**
If the specified header item is or is not a complete match of the text string, filter the message.

starts with or **ends with**
If the specified header item starts with or ends with the text string, filter the message. The **starts with item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.**

appears or **doesn't appear**
If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname
If the text string is included in a nickname (whether it is a full address or a nickname within the nickname), filter the message.

Use the **Text** fields to specify the text strings that the filter is searching for.

Note: It is recommended that the contents of this field be kept as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

Use the **Conjunction popup to link the two terms. The conjunction options are:**

ignore
Ignore the second term; if the message matches the first term, filter the message.

and
If the message matches both the first and second terms, filter it.

or
If the message matches either term. filter it.

unless
If the message matches both the first and second terms, do not filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

All messages that match the filter criteria are acted on as specified with the **Actions** popups. **Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message (for example, Copy To can be used twice, but not Transfer To).**

The Action options are as follows:

None
No action.

Make Status
Assigns the selected status to message summaries.

Make Priority
Assigns the selected priority level to messages. If you select a set level, messages are set to that priority. If you select **Raise or Lower, messages are raised or lowered one priority level based on their** pre-filter **level.**

Make Label
Assigns the selected label to messages.

Make Subject
Assigns the new subject to message summaries (does not affect the suject in the message itself). If you choose this option, the entire subject of the message is replaced with the new subject. Use the "&" symbol if you want to add the new subject to the old subject. For example, entering New **Subject:& results in New Subject: Old Subject.**

Play Sound
Plays the selected sound when messages are received.

Open
Opens the **Mailbox and/or Message when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.**

Print
Prints one copy of each message.

Notify User
Notifies you **As normal and/or In report when messages are received. The As normal option notifies you based on the options you have selected in the Getting Attention Options. The In report option notifies you by displaying a filter report that details what filter actions** have been done.

Notify Application
Notifies the selected application when messages are received, and provides information from the message. Specify the application to use and the part of the message to be included.

Use the Browse button to select an application, or enter the commandline yourself. The commandline should include the path to the executable, any options, and the following substitution variables, all separated by blank spaces:

%1	Date
%2	To
%3	From
%4	Subject
%5	cc
%6	The entire message

For example, the commandline to send the subject of a message to a pager might look like this:

```
C:\apps\pager.exe -c %4
```

Forward To
Forwards messages to the e-mail address given. Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To
Redirects messages to the e-mail address given. Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply With
Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages.

Server Options
Sets the message's server action to **Fetch and/or Delete (see the section "Managing Your Mail on the POP Server").**

Copy To
Copies messages to the selected mailbox.

Transfer To
Transfers messages to the selected mailbox.

Skip Rest
Stops filtering for the message (the message is not matched to the rest of the
filters in the list).

Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in
ascending order (the newest messages at the bottom of the mailbox). To change
this, select the appropriate command from the **Sort** submenu from the **Edit menu.
Or, click on any of the column headings to sort by that column.** To sort in
descending order, hold down the Shift key and select a sort option.
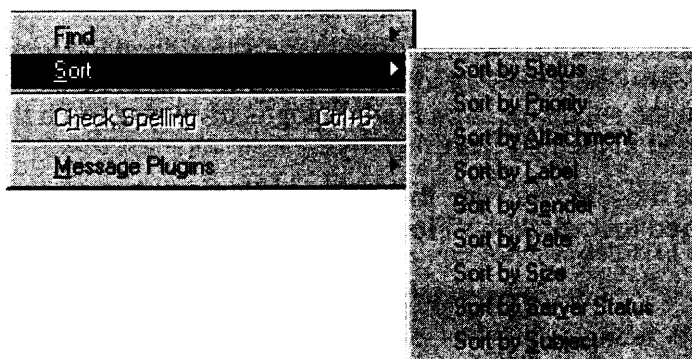

The Sort submenu

Mailboxes are sorted based on the previous state of the mailbox. For example, if a
mailbox is sorted by date, and then you sort by sender, the messages are grouped
by sender and each group is in order by date.

*Note: Sometimes sorting by Date can be incorrect. This usually happens
        if the messages have incorrectly formatted date fields, or unknown
        or incorrect time zones.*

Finding Text Within Messages

Eudora incorporates a Find function that searches for specific text within a single message, multiple messages, or even multiple mailboxes. To display the Find submenu of commands, select **Find from the Edit menu.**
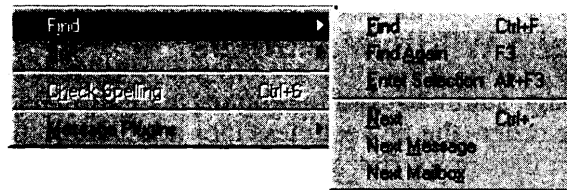

The Find submenu

Finding Text Within One Message

To search for text within a single message, open the message and make sure it is current. Then, select **Find from the Edit menu and select the Find command from the submenu.** The Find dialog is displayed, with the blinking insertion point located in the text field.

Type the text you want to find in the text field. When finished entering the desired text, click the **Find button.**
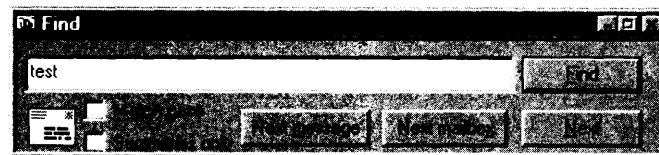
Finding text

Starting at where the cursor is in the message, Eudora searches the current message for the specified text. If no match is found, the not found alert is displayed.

If the search is successful, the message is scrolled to the first point where the match is found and the matching text is highlighted.

To continue searching in the same message for the next occurrence of the text, click the **Find button in the Find dialog, or select the Find Again command from the Find submenu. These commands are equivalent and limit the search to the same message. Repeating these commands cycles through the matches in the open message only.**

Finding Text Among Multiple Messages and Mailboxes

The Next, Next Message, and Next Mailbox commands are located in the Find
submenu (under the Edit menu) or as buttons in the Find dialog.

Next
The Next button (or Next command) allows you to search for the next match of
the specified text until it is found either in the same message or among all
messages in the current mailbox.

*Note: The Next command initiated in an open mailbox (even with
      message[s] selected) searches for the specified text among all
      messages contained in that mailbox. The search begins with the
      first message in the mailbox.*

Next Message
The Next Message button (or Next Message command) begins the search at the
message after the current message. Eudora continues to search until it finds a
matching character string, even if it has to open more than one message or a new
mailbox.

Next Mailbox
The Next Mailbox button (or Next Mailbox command) begins the search for the
specified text in the mailbox following the current mailbox. The search is
conducted among all messages in that mailbox and any subsequent mailboxes,
including the In, Out, and Trash mailboxes.

*Note: Mailboxes are searched in the order they are listed under the
      Mailbox menu until the current mailbox is reached.*

> *When the character string is found in a message, the message is
> displayed. Ctrl+ double-click on the message title bar to open the
> mailbox that contains the message.*

Match Case

Normally, Eudora ignores capitalization when searching. If you want Eudora to consider capitalization when searching, check the Match Case option in the Find dialog. When this option is checked, Eudora searches for exact matches of character strings, including any capitalization.

Summaries Only

If you know the text you are searching for is included in a message summary, check the Summaries Only option in the Find dialog. When you click the Find button, Eudora searches for the text only in the Sender and Subject fields of message summaries as they appear in mailbox windows. Eudora searches much faster when this option is checked.

Enter Selection Command

If you don't want to actually type the text in the Find dialog (for example, the text is very long or complex), highlight it in an existing message, and then select **Enter Selection from the Find submenu. This automatically inserts the selected text at the insertion point in the Find dialog. Then, select the Find command from the Find submenu to start the search.**

Stopping a Find

If you want to stop Eudora from continuing a search, click the Stop button on the progress window or press the Esc key.

Saving a Message to a File

You can save a message to a separate text file on your PC. To do this, open or select the messages you want to save to text. Then, select **Save As...** from the **File menu. The Save As dialog is displayed.**
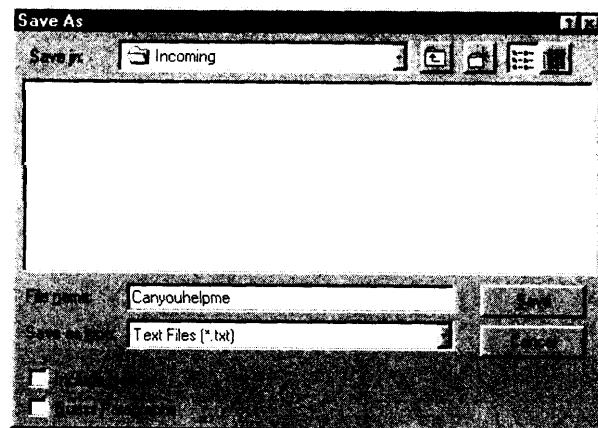
The Save As dialog

Enter the name you want to give the text file, and select the appropriate options.

*Important: Be sure to change the **Save as type:** option to **Text Files.***

Guess Paragraphs removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

Include Headers retains the first message's header information in the saved document. If this is not checked, only the body of the messages is saved.

Stationery saves the message as a "stationery" file (if you are saving an incoming message, this option is not available). For details, see the section "Using Stationery Messages."

Once you've made all of your choices, click on the **Save** button in the dialog.

Note: If an unread (•) message is saved to a file, its status changes to read, regardless of whether the message was opened.

If you select multiple messages from a mailbox window and select **Save As...,** all of the messages are saved to a single file with only the header from the first listed message.